

ILLEGIB

Station Directive No. 45-16
LOGISTICS
6 December 1966

SUBJECT: Initiation of Construction Projects

1. As a guideline, the Organization has established the following order of preferences to govern acquisition of real estate:

- a. Assignment from other government agencies
- b. Lease
- c. Purchase
- d. Construction

2. Experience has shown that in many parts of Vietnam suitable properties for assignment, lease or purchase are simply not available and a building program of considerable magnitude has developed. Inevitably, confusion has arisen regarding the procedures to be followed once need for construction has been recognized.

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3. The attachments to this Directive have been prepared to clarify action responsibilities and to establish a standard procedure for initiating construction projects. Appendix A gives step-by-step procedures, from requestor through [REDACTED] or Division Chief to approving officers and action officers. Appendices B, C and D are samples of forms which should be used when submitting requests. Appendix E gives minimum and optimum land parcel sizes for various kinds of structures.

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Attachments:

Appendices A, B, C, & D

S E C R E T

ATTACHMENT B

S E C R E T

APPENDIX A

| <u>ACTION LEVEL</u> | <u>PROCEDURE</u> | <u>ACTION TAKEN</u> |
|---|--|---------------------|
| 1. <u>Province or Other Requestor</u> (No funding or approval authority) | <p>a. Recognizes a need for construction in support of assigned mission within Station operational program.</p> <p>b. If technical assistance needed to develop concept for rough planning and rough estimate of costs, contacts Area Engineer through command channels for preliminary assistance.</p> <p>c. Under guidance and assistance of Area Engineer, locates suitable site, initiates land procurement, and prior to construction obtains title or documented permission to use land, and forwards to Engineering.</p> <p>d. Submits written Construction Request Form (APPENDIX B) with pertinent data and justification to [REDACTED] or appropriate Division Chief.</p> <p>e. Area Engineer will prepare Field Survey Report. (APPENDIX C)</p> | 25X1A |
| 2. (a) [REDACTED] (Approval and funding authority to \$1,000.00) | <p>a. Evaluates request based upon knowledge of operational requirements and Station Directives.</p> <p>b. If \$1,000.00 or less [REDACTED] approves/disapproves and returns to Province Officer for action.</p> <p>c. Forwards copy of approvals to Regional Coordinator. Obtains support and guidance of Area Engineer when required.</p> <p>d. Provides Regional Support Officer with authority to procure GFM (Government-furnished materiel) as required.</p> <p>e. If cost exceeds \$1,000.00, prepares request for approval (sample format, APPENDIX D) and forwards to Regional Coordinator.</p> | 25X1A |

2. (b) Division Chief

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- a. Evaluates request based upon knowledge of operational requirements and Station Directives.
- b. Prepares request for approval (format similar to that for [REDACTED] forwards request to Chief, Support for action.

3. Regional Coordinator

(COS/DCOS approval/
disapproval any project
\$25,000-\$50,000)

- a. Receives copy of approval action taken on all regional projects within \$1,000.00 limit.
- b. Receives all regional requests in excess of \$1,000.00 for evaluation and action.
- c. Coordinates requests with Staff elements where necessary.
- d. Forwards requests to Chief, Support for action.

4. Chief, Support

(Approval authority to
\$25,000.00)

- a. Receives and evaluates requests for construction. Within his authority approves/disapproves. Forwards to Chief, Finance for certification of funds.
- b. Forwards projects in excess of \$25,000 to Chief of Station/Deputy Chief of Station for approval/disapproval. When approved request is returned, forwards it to Chief, Finance for certification of funds.

5. Chief, Finance

(Accountability all
Station funds)

- a. Receives request for certification of funds from Chief, Support.
- b. Executes document certifying funds availability, encumbers amount, forwards document to Chief, Logistics for further action.
- c. Receives copy of executed contract for obligation purposes.

6. Chief, Logistics

(Contracting Officer
approval authority to
\$5,000.00)

- a. Receives approved request, funding document and any priority requirements.
- b. Forwards to Station Engineer for action.

7. Station Engineer

(Approval specification
and technical aspects
all projects)

- c. Signs contract documents, (forwards copy to Chief, Finance) approves payment to contractors, maintains records of expenditures on individual projects.
- d. Upon completion of project forwards to Chief, Finance record of total funds expended.
- a. Provides preliminary assistance during planning stage of project through Area Engineers or Engineer Office Staff.
- b. Implements action: Prepares specifications, drawings, orders site surveys, receives bids, prepares and submits contracts to Contracting Officer for signature.
- c. Upon award of contract assigns Area Engineer responsibility for inspection and reporting progress of project.
- d. Prepares payment requests upon receipt of invoice from contractor, forwards to Contracting Officer for approval and payment.
- e. Upon completion of contract, forwards report of final inspection and contractors release form to Contracting Officer.
- f. Maintains official contract files on all construction projects, i.e., completed, in process and proposed.

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(SECRET When Filled In)

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CONSTRUCTION REQUEST

Date: _____

From _____
(Name) (City) (Province)

To _____
(City) (Region)

| | | | | |
|-------------|------------------|-----|---------|-----|
| Requesting: | New construction | () | Masonry | () |
| | Renovation | () | Frame | () |
| | Modify Existing | () | Prefab | () |
| | Other (Specify) | () | Other | () |

| | | | |
|-------|--------------------------|---------|--------|
| Site: | Survey made | Yes () | No () |
| | Land approval | () | () |
| | Land approval documented | () | () |

Construction will provide: (Office/Quarters, Warehousing space, _____ or other)

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Describe planned use of building: _____

Description of needs: (Number of rooms, offices, storage space, or other)

Justification: _____

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Signature: _____
Date : _____

Endorsement No. 1 _____
Received, Date _____
Action Recommended _____
Estimated cost (rough) _____

(SECRET When Filled In)

Project No. _____

Date of Survey: _____

Location: _____

Facility: _____

FIELD SURVEY (check list)

1. Prepare a site plan of the land intended for construction, noting all obstructions, existing buildings, trees, and utilities. The information shown shall be accurate and complete showing details, sections and elevations where necessary.

The survey shall reflect the following:

- a. Established TBM, location and description.
- b. Property lines
- c. Existing grades
- d. Existing water lines, size and location
- e. Existing electric power, number of wires, location of poles, street lights power supply volts _____, cycles _____, Phase _____
- f. Existing storm drainage system, location of M.H., pipe size, invert elevations, top elevation.
- g. Existing Sanitary System, location of M.H., pipe and pipe size, invert elevations, top elevation.
- h. Existing fence, height, thickness, type. Show section and spacing of posts and type.
- i. Soils classification to a depth of one meter (use Std Civil classification of soils)
- j. Recommended bearing value of soils.
- k. Width of roads, surfacing, show section thru road. Use center line of road for orientation.

2. Questions to be answered: (circle answers)

- a. Is a fence required? Yes No
- b. What type is recommended? Barbed wire, Masonry, Masonry w/wire
- c. Perimeter lighting required? Yes No
- d. Is water available? Yes No
- e. Is water supply adequate? Yes No
- f. Is a well required? Yes No
Recommended depth: _____ meters
- g. Is a ground storage tank required? Yes No
Recommended storage capacity: _____ C.M.
- h. Is commercial electrical power available? Yes No
Will it be adequate? Yes No
State power characteristics: volts _____, Cycles _____, Phase _____

U N C L A S S I F I E D

U N C L A S S I F I E D

APPENDIX C - Page 2

- i. Will sidewalks be required? Yes No
- j. Will it be necessary to provide flexible pavement from entrance to road? Yes No
- k. Will erosion control be required? Yes No
Show sketch as recommended.
- l. Water table: Dry season elevation _____
Wet season elevation _____
3. Storm drainage: Show sketch to indicate recommended location of head walls for storm drainage lines and indicate invert elevations.
4. Comments: (Please type)
5. Recommendations: (Please type)

U N C L A S S I F I E D

APPENDIX D

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SAMPLE/FORMAT

TO : Regional Coordinator

FROM : [REDACTED] Region

SUBJECT: Request for Approval and Obligation of Funds to
Construct (Office/Quarters, [REDACTED] etc.,) at
_____ in _____
(City, Town or Hamlet) (Province)

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1. This memorandum contains a recommendation for action.
2. This paragraph should be constructed by the ROIC to include:
 - a. Justification
 - b. Estimate of cost and from what source. (Money to be specified in VN\$ unless specifically to be paid in US\$.)
3. It is recommended that this construction be approved and that funds in the amount of _____ VN\$ be obligated for the project.

ROIC

Attachments:

- A. Province Officer's Construction Request
- B. Estimate of Costs and Comments by Area Engineer
- C. Proposed Construction Layout/Plan
- D. Land Approval Documents

(ALL ATTACHMENTS EXCEPT "A" ARE UNCLASSIFIED WHEN REMOVED FROM THIS MEMORANDUM.)

S E C R E T

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APPENDIX D - Page 2

I certify that funds in the amount of _____ VN\$
are available and obligated for the above construction.

Chief, Finance

Total US Dollars _____

Date: _____

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Chief, Logistics
(Over 1,000.00US\$ and under 5,000.00US\$)

Date: _____

Chief, Support
(Over 5,000.00US\$ and under 25,000.00US\$)

Date: _____

Deputy Chief of Station or Chief of Station
(Over 25,000.00US\$ and under 50,000.00US\$)

Date: _____

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APPENDIX E

LAND PARCEL SIZES

For standard construction plans the following parcels of land are reflected as minimum and desirable sizes.

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Office/Quarters

PSE Building

Quonset Warehouse

40' X 100' Warehouse

MINIMUM

DESIRABLE

45.00m X 49.00m

55.00m X 59.00m

39.00m X 39.00m

49.00m X 49.00m

32.00m X 42.00m

42.00m X 52.00m

20.00m X 30.00m

25.00m X 35.00m

40.00m X 30.00m

45.00m X 35.00m

50.00m X 20.00m

55.00m X 25.00m

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